

Big Canoe Planning Committee Charter

January 2026

Purpose

The Planning Committee is established by the Big Canoe POA Board of Directors to provide structured, ongoing support for long-range and strategic planning. The Committee of the Board will commission and review planning-related data and trends, evaluate community needs, and develop advisory recommendations to assist the Board in setting priorities and making informed strategic decisions. The Committee's work shall support achievement of the Mission, Vision, and High-Level Strategic Objectives established in the Big Canoe Strategic Plan.

Scope and Deliverables

Under the direction of the POA Board, the Planning Committee is responsible for — but not limited to — the following functions and deliverables:

1. **Planning Data Collection**
 - a. Commission a tri-annual community census.
 - b. Commission a bi-annual Amenities and Infrastructure Property Owner Satisfaction Survey.
 - c. Commission a tri-annual *Voice of the Community* survey, or other surveys as deemed necessary by the Board.
 - d. Review Measures and Tracking data compiled and reported by POA staff related to community performance indicators, amenity utilization, and infrastructure trends.
 - e. Use these data sets to inform planning insights and recommendations to the Board.
2. **Tri-Annual Long-Range Plan (5–10-Year Horizon)**
 - a. Land-use planning, annexation evaluation, and zoning considerations.
 - b. Amenity capacity assessment and expansion planning.
 - c. Infrastructure assessment and planning (including *Renew Big Canoe* Phase II updates).
 - d. Long-term financial needs forecasting and identification of funding sources.
3. **Annual Short-Term Plans (2–3-Year Horizon)**
 - a. Prioritization of amenity and infrastructure projects.
 - b. Identification of related financing needs and funding plans.
4. **Strategic Plan Review and Update**

Conduct a comprehensive review and update of the Big Canoe Strategic Plan every five (5) years, or as directed by the POA Board.

Because many planning activities occur on bi-annual or tri-annual cycles,

the Committee shall establish its work schedule, subject to POA Board approval.

Structure

The Planning Committee is led by a senior member of the General Manager's staff and includes representation from the POA Board, Property Owners, and the Developer.

1. **Chair** – A senior member of the General Manager's staff, appointed by the GM with approval by the POA Board. The position is not full-time but must be treated as a high-priority responsibility with clear ownership of the planning process. An interim Chair may be designated until a long-term appointment is made.
2. **POA Board Members (2)** – Two Board members serving staggered terms (one first-term member serves each year).
3. **Property Owner Members (5)** – Four Property Owners selected through an open application process, serving terms of three to five years. A member of the finance committee will also be appointed to serve on the committee.
4. **Developer Representative (1)** – A representative of Big Canoe Company.

All Planning Committee members (excluding the senior staff member and the Developer representative) must be Big Canoe Property Owners in good standing and must demonstrate professional experience, skills, or subject-matter expertise relevant to the Committee's mission. All appointments are subject to POA Board approval.

Budgeting

Funding for the activities and needs of the Planning Committee shall be included as a permanent line item in the POA's annual budget to ensure continuity of planning efforts. This budget is subject to the normal annual budget process and approval by the POA Board.